

Minutes of Radstock and Westfield Big Local CIC Directors Meeting 10th September 2018

9.30 – 11.30am – Carers' Centre, 1 Riverside Cottage, Radstock

Invited: Ron Hopkins, Julian Mellor, Marlene Morley, Sarah Westell, Rob Wicke, Robin Moss

- **Present:** Marlene Morley, Sarah Westell, Rob Wicke, Robin Moss
- **Apologies:** Ron Hopkins, Julian Mellor
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

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| Welcome and meeting opened. | | |
| 1. Declarations of interest | | |
| Robin Moss declared an interest as a BANES councillor | | |
| | Person | Action Date |
| 2. LTO update | | |
| SW- reported the Carers' Centre have agreed to be LTO and gave details on the process to follow and the time frame could possibly be 6 weeks. A member of the Carers' Centre will be joining the CIC board. Thanks given to Sarah and Rob for all their work done in this area. | | |
| 3. Hope House | | |
| BANES have approved planning permission and this has been reported in the media. RM suggested speaking with Hope House and Dave Dixon regarding the consultation, as well as checking with local media about positive reporting. SW was asked to arrange a meeting with Hope House. | SW | ASAP |
| RM to make contact with DD to follow up on the business plan for the community kitchen. | RM | ASAP |
| 4. Bank Account for CIC | | |
| Discussion took place regarding the need to open a bank account for the CIC. RW will investigate possible options including credit union and check fees etc. Also to check with companies house regarding the need for a finance director. | RW RW | By next meeting |
| 5. Employment | | |
| SW and RW left the meeting while discussion on employment took place. SW and RW re-joined meeting after staffing was discussed. Discussion took place regarding policies and procedures for employing staff directly, including insurance and pensions. | | |

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| MM & RM requested a list of 'To do's' Date to be set for the transition. Advice needed from JM/or other professional. | RW SW RW SW RW JM | By next meeting |
| 6. Youth Report | | |
| MM reported on the Youth Cluster meeting attended on 14 th Aug, chaired by BANES. Key points: <ul style="list-style-type: none"> • Staff Mutual to be set up • Youth connect South West (new name) • Youth work in the community • Meeting in November will decide the future of the cluster group's plans. <p>Further general discussion took place re report on youth cluster, future plans and possible arrangements. It was suggested waiting for the minutes and discuss this further.</p> <p>SW and RW have created a report following the youth open meeting held in June and will disseminate this to attendees.</p> | | |
| 7 Plan 2 Update | | |
| SW reported that it is ready to submit. After the discussion on Youth cluster, it was decided that re-wording needs to show ' expected..... ' Regarding Staff Mutual and Big Local's investment, to accommodate recent reports and uncertainties surrounding Staff mutual. RM gave thanks to SW and RW for all their hard work. | | |
| Transition period of LTO – RM asked for a check to be done to ensure there is enough money in the accounts to pay for existing financial commitments to cover the transition period to the LTO. | SW | ASAP |
| Requested 'Board strategy day' to brainstorm and generate new ideas and a fresh look at the way forward for R&W Big Local. | SW RW | By next meeting |
| 8 AOB | | |
| Develop ideas for the next partnership meeting | ALL | By next meeting |
| Dates for the diary: | | |
| 12th October – Swallow's Silver Ball at the Centurian 12th/13th October – Angus and Paul filming for 'Our Big Story' 18th December – Xmas meal at Swallow Cafe (possible date to be confirmed) CIC board meetings: Mondays 9.30 – 11.30am 1 Riverside Cottages 8 th October, 12 th November, 10 th December. Community meetings: To be arranged | | |
| Meeting closed at 10.55am | | |